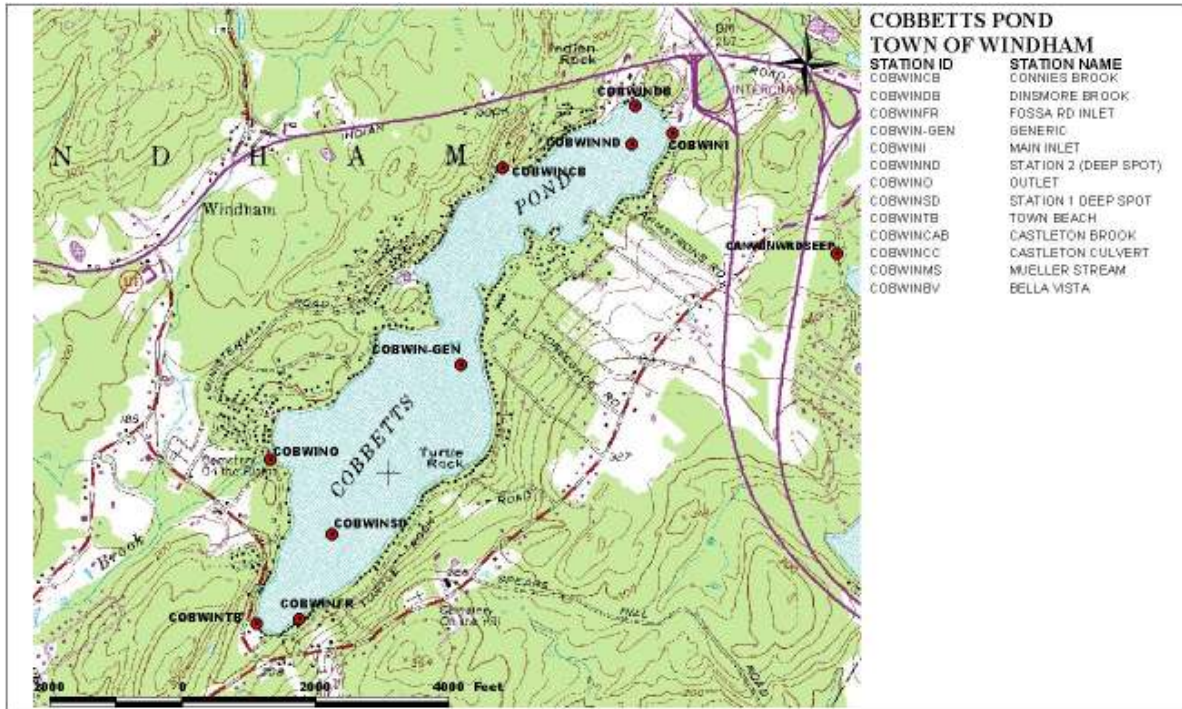


REQUEST FOR PROPOSALS & QUALIFICATIONS

Development of the Cobbetts Pond Watershed Restoration Plan in Windham, NH

April 3, 2008



New Hampshire Department of Environmental Services
29 Hazen Drive
Concord, New Hampshire 03301

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I. REQUIRED PROPOSAL & QUALIFICATIONS SUBMISSIONS

Each consultant will submit a proposal package to the Cobbetts Pond Improvement Association, Inc (CPIA) that includes the following components as described in detail below:

- The project team, including project team organization, team member qualifications and the anticipated level of involvement of key team members in each phase of the project as described in the project approach and scope of work.
- A technical proposal that describes the team's project approach and scope of work.
- A proposed project schedule.
- Cost estimates for scope of work.

Complete and timely submittal of all required proposal documents is required for the proposal to be considered.

Each consultant will submit one (1) hard copy of all documents and one PDF version by close of business on, April 21, 2008 at 4:00 p.m. to:

New Hampshire Department of Environmental Services
Water Division – Cobbetts Pond Watershed Restoration Plan RFP
Attn: Steve Landry, Merrimack Watershed Supervisor
29 Hazen Drive
Concord, New Hampshire 03301
Stephen.Landry@des.nh.gov

Each consultant will submit one (1) PDF version by close of business on, April 21, 2008 at 4:00 p.m. to:

Cobbetts Pond Improvement Association
Derek Monson – Director
dsm@employmentconsulting.com

Representatives from the Cobbetts Pond Watershed Restoration Plan Technical Advisory Committee will review qualification packages and generate a short-list of firms based upon qualifications. Candidate firms will then be interviewed to discuss relevant experience and project approach. Interviews will be scheduled between May 12th and May 19th. The most qualified firm will be selected and invited to develop a scope of services and to negotiate a contract.

II. PROJECT TEAM AND LEVEL OF PARTICIPATION

The proposal will identify the individuals responsible for managing the project and conducting specific project tasks. The proposal will also estimate the expected level of participation in the project tasks and in the overall project. An organization chart showing lines of communication and decision-making hierarchy will be included in the proposal.

III. PROJECT APPROACH/SCOPE OF WORK

The technical proposal must contain the elements listed in Attachment I. Attachment I will provide Scope of Work Guidance to assist in the development of the project approach/scope of work. It must be clear on how all these elements will be addressed and also how public participation and interaction with the various stakeholders will occur.

IV. PROJECT SCHEDULE

The consultant will provide a schedule to conduct and complete the project. The schedule will include project tasks as identified in the Scope of Work. Project tasks will be laid out in a flow chart identifying the anticipated days to complete each task and the interrelationship of conducting and completing these tasks. It is expected that Phase I (a completed Watershed Restoration Plan) of this project will be completed by November 2009, and Phase II (BMP designs, quotes, implementation) by December 2010.

V. SELECTION CRITERIA -

Selection will be based on both the written proposal and an interview. Consultants will be assessed based on the following criteria.

1. *Specialized Experience of the Project Team* (30 Percent)

The Consultant will be rated on:

- (a) their specialized experience directly relating to developing watershed restoration plans
- (b) their experience with incorporating the nine key elements (a-i) required by EPA into watershed restoration plans
- (c) demonstrated ability to work with citizen groups, local communities, and stakeholders
- (d) demonstrated experience in developing Quality Assurance Project Plans
- (e) demonstrated ability to complete the work within the required scheduled and budget
- (f) demonstrated ability to effectively solicit, assess, and use comments and suggestions from stakeholders during project development
- (g) demonstrated success in developing and implementing innovative approaches to facilitating public and project team meetings
- (h) experience in water quality and environmental monitoring design and data interpretation
- (i) demonstrated ability to generate pollutant load analyses at the watershed scale and transfer of that information into recommendations for Best Management Practices

2. *Project Personnel* (20 Percent)

The Consultant will be rated on the principal team members' role and participation level, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.

- Project Manager 10 Percent
- Task Managers 10 Percent

3. *Project Approach* (50 Percent)

The Consultant will be rated on the approach to the project scope outlined in this RFP/RFQ, the understanding of the project scope and schedule of work and the interfacing of tasks.

Upon completion of the review process and interviews, the CPIA will negotiate with the top-ranked consultant for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

VI. DISCLAIMER

This RFP/RFQ does not commit the DES and the CPIA to award a contract or pay any costs incurred during the preparation of the proposal. The DES and the CPIA reserve the right to reject any or all of the proposals for completing this work. The DES and the CPIA also reserve the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of preceding related tasks or issues.

This project is currently under review at the EPA, and is contingent upon receiving federal funding.

ATTACHMENT I - SCOPE OF WORK GUIDANCE

Request for Proposals & Qualifications Development of the Cobbetts Pond Watershed Restoration Plan in Windham, NH

INTRODUCTION

The selected consultant will develop a watershed restoration plan for Cobbetts Pond in Windham, NH. The final restoration plan will be presented to the CPIA, DES, Town of Windham, and NH DOT District 5 and other project stakeholders to guide implementation activities within the Cobbetts Pond watershed specifically targeted at returning Cobbetts Pond to fully supporting designated uses.

BACKGROUND

Cobbetts Pond is a 302-acre water body located in Windham, NH. The Cobbetts Pond watershed is heavily developed, lies entirely within the Town of Windham and is approximately 2048 acres. The pond itself is completely surrounded by residential roads with a second tier of transportation corridors including Route 111 to the north, Route 111A to the south, Cobbetts Pond Road to the west, and I-93 to the east. For the past 19 years, Cobbetts Pond has participated in the NH Volunteer Lake Assessment Program (NHVLAP). Since then, the pond has shifted from Oligotrophic to Eutrophic (see Trophic Lake Surveys, attachments 1 and 2). The NH Department of Environmental Services (DES) has taken notice of the drastic shift in trophic status and agrees that a Watershed Restoration Plan should be developed and implemented (see attachment 3).

NHVLAP reports as well as DES Trophic Lake Survey Reports have shown increased nutrient/sediment loading, increased phosphorus levels, and increased suspended solids. All of which contribute to biological oxygen demand, resulting in diminished dissolved oxygen levels (see attachments 4, 5, 6), and increased levels of Chlorophyll-a. As a result, Cobbetts Pond no longer supports the designated use for aquatic life use support. Cobbetts Pond is on the 303(d) list of impaired waters for New Hampshire with dissolved oxygen saturation impairment (5-M). The probable source is listed as “Municipal (Urbanized High Density Area) – Source Unknown” and the Assessment Unit ID is NHLAK700061204-01-01. The goal of this project is to hire a consulting firm or team to identify pollutant sources causing impairments, and generate a watershed restoration plan that targets the impairment in Cobbetts Pond. The ultimate goal is to restore Cobbetts Pond to fully supporting status. This phase of the project will not implement all actions recommended in the Watershed Restoration Plan, however, will address as many non-phase II priority BMP sites as possible.

After the plan has been generated, the CPIA will apply for additional 319 funding along with other grant sources for implementation of recommended restoration actions noted in the completed plan. In addition to grant sources, the Village District will raise funds through taxes to continue implementing the Watershed Restoration Plan.

The CPIA will monitor the project’s progress and results with continued water testing and documentation of watershed restoration efforts at the municipal and individual homeowner levels. The CPIA is a non-profit organization of homeowners dedicated to the improvement and protection of Cobbetts Pond, and the Village District is a municipality created to secure funds for pond related expenses (dam maintenance, water quality testing/improvement/protection).

All deliverables for review will be submitted to the CPIA as one (1) copy submitted via email in electronic format as an Adobe .pdf file. The final draft document will be submitted to the CPIA as four (4) paper copies and on CD as a PageMaker 7.0 file and Adobe .pdf file. ArcView GIS Projects produced as part of this contract will be submitted to the CPIA on CD in ArcView 3.x or 9.x format.

Consultants will be ranked based on qualifications, experience, proposals, and interviews as described earlier. The highest ranked consultant will then negotiate price and detailed services with the CPIA. Cost will not be a factor in consultant selection. The CPIA has been awarded 319 grant funds and has matching funds for this project.

OVERALL PROJECT DESCRIPTION

The Consultant will identify pollutant sources causing impairments, generate a watershed restoration plan, and if the budget allows, submit preliminary designs and quotes for correcting high priority NPS sites identified in the plan. The consultant will hold initial, interim, and final public informational sessions. The consultant will prepare a draft Cobbetts Pond Watershed Restoration Plan for the CPIA, the Village District, NHDOT, DES, and the Town of Windham to review. The consultant will ensure that the watershed restoration plan incorporates the nine key elements (a-i) required by EPA for watershed-based plans. The consulting firm will then submit a final draft of the restoration plan to the CPIA, Village District, NHDOT, DES, and the Town of Windham for their review and approval.

I. Prepare Quality Assurance Project Plan

The consultant will prepare a Quality Assurance Project Plan (QAPP) according to the guidelines provided by DES. EPA and DES must approve the QAPP prior to any data collection. Previously approved QAPPs for similar projects will be made available to the consultants for guidance.

II. Develop Draft, Interim, and Final Cobbetts Pond Watershed Restoration Plan (WRP) Documents

The consultant will develop and revise draft, interim, and final versions of the Cobbetts Pond Watershed Restoration Plan in close collaboration with the project team and the public. To ensure that this watershed restoration plan makes progress towards restoring Cobbetts Pond, the watershed restoration plan that is developed and/or implemented with Section 319 funds to address 303(d)-listed waters must include at least the elements listed below:

- a) An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of catch basins requiring retro-fitting or linear miles of streambank in need of riparian buffers)
- b) An estimate of the load reductions expected for the management measures described under paragraph (c) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for retro-fitted catch basins or eroded streambanks).
- c) A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated under paragraph (b) above (as well as to achieve other watershed goals

- identified in this watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement this plan.
- d) An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan.
 - e) An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented
 - f) A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious
 - g) A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented
 - h) A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised
 - i) A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above

III. Develop Priority List of NPS Control Sites, Preliminary Designs, and Cost Estimates

The consultant will develop preliminary designs for priority restoration sites within the Cobbetts Pond watershed based upon predicted pollutant removal efficiencies for various NPS management measures. Cost estimates will be prepared and presented for each priority restoration site. Cost estimates will include materials, equipment, constructions supervision, and permitting costs.

IV. Informational Sessions

The consultant will facilitate discussions and present the study methods, data and recommendations at three informational sessions. An initial public informational session will be held to inform landowners, municipal officials and other stakeholders of the study. Prior to drafting the watershed restoration plan, a public informational session will be held to present the initial watershed assessment results, and receive public input regarding management and restoration options for the Cobbetts Pond watershed. A final information session will be held to present the Cobbetts Pond Watershed Restoration Plan along with cost estimates and a schedule of implementation for each priority restoration site.

Approximate Major Milestones and Estimated Proportion of Contract Effort

	Task	Estimated	
		Effort %	Cumulative %
I.	Prepare Quality Assurance Project Plan	10	10
II.	Develop Draft, Interim, and Final Cobbetts Pond WRP	50	60
III.	Develop Designs and Cost Estimates for priority NPS sites	30	90
IV.	Informational Sessions	10	100

GEOGRAPHIC SCOPE

The project area includes Cobbetts Pond Watershed (approximately 2048 acres), which is entirely within the Town of Windham, NH.

RESOURCES

I. Resources on the Internet

The Town of Windham web site will provide information like GIS maps etc.

www.windhamnewhampshire.com. The below listed documents can be found at the DES FTP Site.
<ftp://199.192.6.23/DES/wmb/>

II. FTP Directions

Several resources are available for download via the DES FTP site. To access the site simply:

1. Go to this address: <ftp://199.192.6.23/DES/wmb/>
2. At the login screen, select “Login Anonymously” in the lower left hand corner of the page
3. The User Name will be automatically filled in with “Anonymous”
4. Type in your email address in the **Email Address** block
5. Click on the **Log On** button
6. The Watershed Management Bureau directories should appear
7. Select **Watershed Assistance** and then **Cobbetts Pond, Windham**

III. Available Documents (located on DES FTP site)

1. Attachment 1 – Lake Trophic Data 1
2. Attachment 2 – Lake Trophic Data 2
3. Attachment 3 – DES Letter
4. Attachment 4 – VLAP Results 1
5. Attachment 5 - VLAP Results 2
6. Attachment 6 - VLAP - Chlorophyll, Transparency, Phosphorus
7. Cobbetts Pond Watershed Restoration Proposal
8. Watershed Map
9. Sample of approved QAPP